AD-A264 029

UNCLASSIFIED

DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

RALSTON, ALBERTA

SUFFIELD SPECIAL PUBLICATION NO. 163

LOLITA OMNIBUS MANUAL
TECHNICAL PROCEDURES FOR THE
DEFENCE RESEARCH ESTABLISMENT SUFFIELD
ONLINE LIBRARY SYSTEM

by

J.G. Currie

January 1993

93 5 06 125

93-10039

UNCLASSIFIED

UNLIMITED

SUFFIELD SPECIAL PUBLICATION 163

LOLITA OMNIBUS MANUAL

TECHNICAL PROCEDURES FOR THE

DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

ONLINE LIBRARY SYSTEM

J G CURRIE

ABSTRACT

This manual illustrates certain procedures for the LOLITA/LOLA library system that have been developed since the publications of the cataloguing and search manuals or which were not within the scope of those manuals. Topics include: logging on; configuring the printer: processing: producing accessions lists; enhancements to cataloguing; and trouble shooting. This manual is to be used in conjunction with the cataloguing and search manuals.

TABLE OF CONTENTS

INTRODUCTION

This manual is a quick reference guide to using LOLITA library network and the LOLA catalogue/access system as configured on ELOQUENT Version 3.2 (May 1992) with all the enhancements added by DRES to 1 October 1992. This manual is to be used as a supplement to SSP 141, the cataloguing manual[1] , SSP 153, the search manual[2].

LOGGING ON

You are not able to access LOLA without logging on to the LOLITA network. This is because LOLA is run in a dedicated server. Nothing but library applications as defined in LOLITA can be run off the server.

When your terminal is turned on a menu appears. The menus are slightly different for each machine but there are three constant menu items:

Log onto Network

LOLA

Log out of Network

When you select the action "Log onto Network" the system will ask you to confirm your user number (1 to 5). You confirm by pressing **<ENTER>**. The system then asks for your password. You type **FEB** and **<ENTER>**. This is no secret but only a formality that could not be programmed out of the system. Several screens flash up telling you that you are logged on to the network and you are returned to the original screen.

GETTING STARTED

At the menu you select LOLA. The screen will then say

> ***** THE ELOQUENT LIBRARIAN *****
> **1. LIBRARY**
> **2. TUTORIAL**
> **PLEASE ENTER DATABASE NUMBER :**

You respond with **1 <ENTER>**. The screen will change to the ELOQUENT licensing screen, confirm that you are in the LIBRARY database and say

> **PLEASE ENTER YOUR OPERATOR CODE :**

You respond with **ALL <ENTER>**.
Another line will appear on the screen that says:

PLEASE ENTER YOUR PASSWORD :

You will respond with your personal password. The screen will then
present the main LOLA menu.

POWER FAILURES OR SHUTDOWNS

Power failures or surges can do a great deal of damage to the
system. There is a power-saver attached to the server. This is
only good for 30 minutes. In the case of a failure or shutdown all
terminals should be turned off. Then the server should be turned
off. There is no need to log off the network. To restart the
system merely turn the server on, press <ENTER> twice and follow
the prompts. The server's screen will tell you when the system has
restarted itself. The process will take approximately 3 minutes.

Do not worry about backing up catalogue files in the event of
a failure. Each record is automatically filed and saved as it is
entered. Only a hard disc crash could destroy more than a
partially finished record in LOLA.

CONFIGURING THE PRINTER

All the terminals on the network can be configured to a
physically attached printer (called standard) or the network's
shared laser printer (called HPlaser). It is always good to check
to see what printer your terminal is configured to. One of the
terminals seems to have a default configuration to standard even
though there is no printer physically attached. To check your
printer configuration from any screen in LOLA merely press <ALT>2.
The screen will then say:

PRINTER DRIVER (\-TO LIST DRIVERS) :STANDARD.

If you are happy with standard press <ENTER>, if you wish to use
the network laser type **HPlaser<space><ENTER>**. The word standard
must be completely erased to take effect, the space after the r and
before the <ENTER> is very important. Two more lines will appear
but they are answered with <ENTER>.

SEARCHING

LOLA has a search capability called **NUMBERS**. This includes
report number, publication year, both DRES and DSIS accession

numbers and so on.   This is the only search field in LOLA that is not indexed.   Any search relying solely on a number will take a long time, be indiscrete in its retrieval, or all of the above.   If **REPORT NUMBER** was selected and **DRES-SP-162** was searched LOLA would retrieve over 5000 documents whose report number began **DRES-**.   The **NUMBERS** catagory should be used with caution and should always be used in connection with a search term from an indexed field, say a personal author.   Sometimes **NUMBERS** must be used on its own but those occasions are rare and formalized as is the case with producing an accessions list.

SORTING AND PRINTING

The sorting and printing functions in LOLA are mutually exclusive.   They are functions of the search program.   **SORT** can be used only if followed by the **DISPLAY** command. The information will appear sorted on the screen only.   **PRINT**, on the other hand, directs that a list be generated on one of the printers.   **PRINT** has 14 different styles of report.   The operator code **ALL** can access all 14 while the operator code **RES** (who the search manual was writen for) can access only 7.   Each one of these report styles has been specially programed to reflect the needs of DRES.   If required more report styles can be programed.   Each report style has its own sort command built into it.

Table I lists the report styles, its sort command and the information that will be printed.

CATALOGUING

The cataloguing template can be reached from the main menu by typing **AAA**.

There is a template built into LOLA.   There are 20 fields in the template.   To move to the next field merely press **<ENTER>**.   LOLA will know that the record is complete after **<ENTER>** is pushed following a blank sub-field in AUTHORITIES.   LOLA will then ask **CHANGE?** If you do not wish to edit the record press **<ENTER>**. This will file the record.   Do not type **End<ENTER>** until the record has been filed.   **End<ENTER>** will erase the unfiled record and will always return you to the LOLA menu.   The template is included as Table II.

The cataloguing manual states a form of entry for report numbers for NATO and TTCP documents.   These are

AC225 Panel-VII-SICA D-101; and
TTCP E-TP4 Minutes 1990,

respectively. It has since been discovered that this form or entry causes problems when asking LOLA to sort by report number. For some reason LOLA was convinced that Panel-VII-SICA should come before Panel-VII which is the opposite of the way NATO planned it. **NATO and TTCP report numbers are to entered as follows:**

> **AC225 Panel-VII SICA D 101, and**
> **TTCP E TP4 Minutes 1990.**

When cataloguing authorities you must always give LOLA a prompt. The screen will present a number, 01, 02 etc. This is merely the chronological identifier of the authority entered; it is not to be confused with the prompt. To enter an authority you must type **1<ENTER>** for personal author, **2<ENTER>** for subject and **3<ENTER>** for corporate author.

EDITING

There are 3 ways to edit a record: during entry; after entry but before filing; and after filing.

If you wish to edit during entry you can only edit the line that you are typing, that is before you press **<ENTER>**. You locate what you want to edit with the **<ARROW>** and then erase it with **<BACK SPACE>**. You then retype as you would with wordprocessing.

Editing after entry and after filing is done the same way. The screen will say **CHANGE?**. You type in the number of the field you wish to change, 1 to 8. If there are subfields the screen will ask which line you wish to change. If you wish to change the accession number you would type **6<ENTER>**, if the format type **3<ENTER>**, if the 4th authority then type **4<ENTER>**. The subfield numbers are listed in Table I.

You can only edit where the cursor is flashing. If you are editing an authority you must edit the prompt first. That is you must type **1 or 2 or 3<ENTER>** first. The cursor will then move to the authority which will be shown as the authority number, say 11236. You can edit by typing in a word or an authority number followed by **<ENTER>**.

In editing you may wish to add an authority. When the screen says **CHANGE?** you reply **8<ENTER>**. If you already have 6 authorities in the record and you wish to add another subject. The screen will say
WHICH AUTHORITY (1 TO 6)?

You will reply **Add<ENTER>**. The screen will then say
    AUTHORITY RELATIONSHIP (1=AUTHOR, 2=SUBJECT, OR \-)

You will then give the prompt **1** for author **2** for subject or **3** for corporate author. The screen will then show
    07>SU.............

and you can enter the subject by name or authority number.

AUTHORITIES

When cataloguing authorities you must always give LOLA a prompt; 1 for personal author, 2 for subject and 3 for corporate author.

When you enter an authority 1 of 2 things will happen.

Scenario 1.
    You have prompted the machine with a 1 for personal author. You then type in Lundy P M. LOLA scans the author authorities and determines that there is only one authority named Lundy. It then flashes the authority number and the name Lundy P M. You then hit enter and move on to your next prompt.

Scenario 2.
    You have prompted the machine with a 1 for personal author. You then type in Zzzzauk B F. LOLA will respond with a block in the centre of the screen saying that Zzzzauk B F is not on file and asking if you want to create an authority. If you do merely type Y. This screen is shown in the following figure.

FIGURE 1
CATALOGUE SCREEN - ADD AUTHORITY

UNCLASSIFIED

Scenario 3
        You have prompted the machine with a 1 for personal author.
You then type in White L A.   LOLA scans the author authorities and
determines that there are 11 authorities named White.   It then
flashes the option display screen shown below.   You would either
move the <ARROW DOWN> to highlight White L A or type 10 where it
says ENTER YOUR RESPONSE .   This screen is shown in Figure 2.


```
LIBRARY                         D.R.E.S.  (DD)              SYSTEM OPERATOR
##########################################################################
Word(s) in a Heading      -  Selection and Display
##########################################################################
Personal Author

    1)      (1) AU           White A A
    2)      (1) AU           White C S
    3)      (2) AU           White D
    4)      (1) AU           White D O
    5)      (1) AU           White D R
    6)      (1) AU           White F M
    7)      (1) AU           White J
    8)      (1) AU           White J D
    9)      (1) AU           White J J
   10)     (65) AU           White L A
   11)      (1) AU           White W E

##########################################################################
Highlight the heading of your choice, then press <ENTER>. To search
using different words, enter them and press <ENTER>. Press F7 to exit or
F5 for a different heading type.  Cntl-S for details on highlighed authority.
##########################################################################
ENTER YOUR RESPONSE :
```


FIGURE 2
CATALOGUE SCREEN - SELECT AUTHORITY

If you wanted White L B you would get the same screen but see that there was no authority for White L B. You cannot add it from this screen. You would therefore type Q to quit and move on to your next authority entry. After you had finished the record you would have type END to return to the main menu and enter BA to enter an authority. After you had entered and filed the authority you would end out to the main menu, reenter AAA and call up the documents key. The screen will say Change and you would enter 8 for authority. The screen will say Which Authority 1 to x (x representing the sequential number of the last authority, say 5) and because White L B was never added you reply add. The screen will then respond with the whatever number x+1 is, you prompt 1 for author and type in White's authority number.

PROCESSING DOCUMENTS AND BOOKS

The key to providing good library service is the ability to locate material in a quick and efficient manner. Documents are arranged (with several notable exceptions) by their DRES accession number. Books are arranged by their Library of Congress classification number. Both books and documents are most easily located in LOLA by their key number. Every book and document must therefore have both its key and accession or classification numbers prominently noted.

Documents
DRES deals with three types of documents: DRES publications, International Program publications, and all other documents. Each of these categories is processed slightly differently and will be described separately. To process any document you need four things: the document; a photocopy of its cover or title page; a manila folder and the accession/key number ledger.

The category Other documents is the largest. These documents are shelved by their accession number. When you go to catalogue the document LOLA will assign the key number. This should be recorded in the ledger. You can then assign the next accession number, recording it beside the key in the ledger. Write the key on the top left hand corner of both the document and the photocopy. Write the accession number in the top right. Attach the photocopy to the inside right of the folder. Any circulation should be noted on the inside left. Write the accession number on the folder. File and circulate in accordance with established procedures.

International programs consist of NATO, TTCP, ABCA Standardization and ABC MOU/CBD. The process is the same except that the program file number (described in the cataloguing section) is also written on the top right corner and it is this number, not the accession number that determines the file's shelf spot. This

file number will be written on the folder instead of the accession number.

The DRES documents present a different problem. It is our policy to maintain a collection of every item that we have published. Each document has a <u>Master File</u> which includes a master copy and the publication forms. The Master Files are shelved together with others of their publication category. The categories that we are concerned with here are:

Research Notes	RN
Standing Operating Procedures	SOP
Field Trial Procedures	FTP
Presentation at Meeting	PM
Report	R
Memoranda	M
Special Publications	SP
Open Literature Reprints	OL

The processing for the first four is the same as for other documents only they will be filed by their category number, say RN-1234, or FTP-267, not accession number.

Reports, Memoranda and Special Publications have two files. They have a master file but they also have an accession file with one copy of the document in it.

OLs are only catalogued after we receive a reprint from the journal. They are given an accession number file only.

The following chart can be used for quick reference.

<u>Category</u>	<u>Master File</u>	<u>Accession File</u>
RN	*	
SOP	*	
FTP	*	
PM	*	
R	*	*
M	*	*
SP	*	*
OL		*

<u>Books</u>

Many books come partially processed from the jobber. This helps but it does not meet all our needs. All books are to be given both accession and key numbers. There is a separate ledger for this. All books will be stamped with the Establishment seal on the flysheet. The accession and key numbers and the date are placed inside the seal.

Partially processed books come with a spine label, card

pocket, circulation card and an accession card. The key and accession numbers are to be added to the card pocket, circulation and accession cards.

Non-processed books will require the creation of a spine label, card pocket, circula^. ·n card and accession card. The circulation card will be set up as follows.

          Key Number   **Accession Number**

          LC Classification Number

          Title

The Accession card will be:

          Key Number   **Accession Number**

          LC Classification Number

          Title

          Author

The books will be circulated in accordance with standard procedures.

PRODUCING AN ACCESSIONS LIST

The DRES accession list is basically a range search un LOLA downloaded to a WORDPERFECT file. The first step is to enter the expert search field from the main menu. This is done by typing **DD**. To transfer the list you must direct to a DOS file, not ə printer so you press **<ALT>2** to get your printer configuration screen. You can ignore the first question on printer driver and push **<ENTER>**. The next line will say

        PRINTER PORT OR DOS FILE: E:\EL\LPT1.

This is your confirmation that your terminal is directed to a printer. You redirect to a DOS file by replacing **LPT1** with a file name. It is best to keep the name simple, say Acc-3 or List-3. You then type

        E:\EL\ACC-3.

The search results are now directed to a file in the EL directory of your terminal's E drive. You can then press **<ENTER>** until you arrive back to the expert search screen.

You will have to do two searches, one for documents and one for books. In this example the documents will be done first. At the screen select field **7 NUMBERS**. Then select field **6 DRES ACCESSION NUMBER**. Then select field **4 BETWEEN**. LOLA will prompt you with instructions at the bottom of the page. Type in the lowest accession number after the last accessions list, say **92-0322 <ENTER>** and then the highest number, **92-0403**. This will be set 1. You will then be returned to the expert screen where you will repeat the process with books. This will be set 2.

You now have your search parameters. To perform the search you must press **F10** for your logic. You enter **1 or 2**. You must remember to use the **OR** connector. If you use **AND** you will get no hits because DRES Accession Numbers are unique. The numbers field is the only field in LOLA that is not indexed, therefore all records must be scanned. This will take approximately 15 minutes.

When the search is finished you press **<ENTER>** to get to the Output Options Screen. Select **PRINT**. The Print Reports Screen will appear. Select **ACC-LIST**. The screen will then say **Enter Report Heading**. Enter the name that you chose for the DOS file. The screen will say **PRINTING** and eventually say **XX Entries Printed** and return you to the Output Option Screen. You then end out of ELOQUENT back to the network menu.

The next move is to go into WORDPERFECT, change directories to **E** and call up the directory **EL**. Your search will be formatted and printed in there.

The list will require some editing. All report formats were specifically programmed into LOLA to meet DRES needs. It has been mentioned that computers are not sentient, they must be told exactly what to do and are very literal in their interpretation of instructions. This is shown by the seemingly gratuitous commas and spaces found in the example of an ACC-LIST entry reproduced below.

DRES-RN-1355, Technical Processing for LOLA, , 1991,
91-0008,
UNCLASSIFIED
Currie J G, , , DRES, , , 2043.

To meet the specific DRES needs LOLA had to be programmed to produce a report that was made up exactly as shown below.

Report Number (,) Title (,) Comments (,) Publication Year (,) DRES Accession Number (,) Security Classification (,) 1st Personal Author (,) 2nd Personal Author (,) 3rd Personal Author (,) 1st Corporate Author (,) 2nd Corporate Author (,) 3rd Corporate Author (,) LC Classification (,) Key(.)

You can see that even if the fields are not used the space and punctuation will appear anyway. The example used above would be edited to the form:

       DRES-RN-1355, Technical Processing for LOLA, 1991,
       91-0008, UNCLASSIFIED, Currie J G, DRES.

       ACC-LIST is ordered by report number. That means that all the documents without report numbers and all the books will be listed first, ordered alphabetically by title. The final DRES accession list will be documents and then books, with DRES documents listed first. This will require some blocking and moving before the final list can be printed and distributed.

BACKING UP THE DATABASE

       ELOQUENT has a backup function that utilizes a DOS backup program to disc. ELOQUENT recommends that for larger systems a tape backup system be used. At DRES LOLITA, the system skeleton, has been saved on both disc and tape; LOLA is regularly backed onto a tape. A Wang Tek/150 Tape Backup has been attached to the main data entry terminal. The menu to this terminal has an item that states:

       4. Backup eloquent data

Insert the 3M 6525/287 MB backup tape. Push the tape completely into the backup. When you hear a **click** release the tape. It will return so that 1/2 inch of the tape is visible. If the tape is loaded properly a small black hook will be visible to the left of the tape holding it in. If you do not see the hook then the tape has been loaded incorrectly. Push it in again until you hear the click. Repeat until you see the hook. Then press **4<ENTER>** and the backup will begin.

       The screen will display what it is doing. When the backup is complete it will return to the menu. Remove the tape by pushing it in until the hook frees itself. This may require several attempts.

       The frequency of backup will be dependant on the number of entries since the last backup. The criteria should be "How much data can we afford to lose?" Backups will be performed at a regular interval regardless of how many entries were made.

LOLA will be backed up on Friday mornings. It is strongly recommended to do a backup on any day where more than 20 entries have been made.

       Restoring the files should not be attempted without the

assistance of a member of the Computer Group.

WHEN IN DOUBT...

The system may occasionally present a problem that cannot be handled locally. A Hot-line Support agreement has been purchased with ELOQUENT. Call **604-980-8358** or **800-663-8172** in North Vancouver for this service. Be at your terminal because one of the ELOQUENT staff will try to match your screen on their terminal in an attempt to answer your question. Both LOLITA and LOLA have many enhancements so the ELOQUENT staffers can not always give a quick answer, the longest we have had to wait has been three days. They will, however, do their best to help and the majority of times that they have been used have provided answers during the span of the phone call.

CONCLUSIONS

This manual, in connection with the cataloguing and search manuals and the ELOQUENT Base Module User's Manual complete the documentation for LOLA.

The following points must be stressed

- Do keep your manuals close.

- Do use the ELOQUENT Hot-line.

- Do backup the system at least once a week.

- Do check to see what printer you are configured to.

- Do experiment with the system. Familiarity breeds ease of use.

TABLE I
LOLA REPORT STYLES

Name	Sorted By	Information Included
AccList	RN	RN, TI, CM, PY, AN, SC, PA, CA, LC, Key
All	Order of Search Term/Key	TI, AU, SU, CA, RN, PY, CM, GL, AN, KEY, SC
Aut Index	Order of Search Term/Key	TI
Bibliography	Author/Title	AU, TI, PY, GL, SC, RN, AN, Key
Brief	RN	RN, TI, AU, PY, AN, Key, SC, CA
Call Index	CN	
Catalog	TI	All
Full	Title	All
Proof 132	Random	All
Proof 80	Random	All
Reportlist	RN	RN, PA, TI, PY, GL, SC, AN, Key, CA
Search	CN	TI, PA, RN, PY, AN, Authorities, SC, Key
SubIndex	RN	TI
Titles	RN	Key, TI, RN, Authorities, SC

TABLE II
THE LOLA TEMPLATE

ELOQUENT	LOLA	Definition
01 Key		
02 Title	TI	Title
03 01 Variant Title	SE	Series
04 01	GL	Place
05 Description	CM	
06 01	RN	Report Number
06 02	PY	Publication Year
06 03	ED	Edition
06 04	LC	LC Catalogue Number
06 05	BN	ISBN ISSN
06 06	AN	DRES Accession number
06 07	CN	LC Classification
06 08	DN	DSIS Accession Number
06 09	CR	DRES Contract Number
07 01 Type		Document, Book
07 02 LA	LA	Language
07 03 FO	FO	Format
07 04 SC	SC	Security
07 05 SS	SS	Limitation
08	SU	Authorities

Authorities are not limited. LOLA will keep presenting the next line number,3, 4, 5, and so on, expecting a prompt **1** for author, **2** for subject and **3** for corporate author. When you push **<ENTER>** without a prompt then LOLA knows that the record is complete.

1.Currie, J G, "LOcating Library Articles, LOLA Cataloguing Manual", Suffield Special Publication 141, 1991, UNCLASSIFIED.

2.Currie, J G, "LOLA Search Manual", Suffield Special Publication 153, 1992, UNCLASSIFIED.

DOCUMENT CONTROL DATA

(Security classification of title, body of abstract and indexing annotation must be entered when the overall document is classified)

1 ORIGINATOR (the name and address of the organization preparing the document. Organizations for whom the document was prepared, e.g. Establishment sponsoring a contractor's report, or tasking agency, are entered in section 8.)	2. SECURITY CLASSIFICATION (overall security classification of the document including special warning terms if applicable)
DRE Suffield	UNCLASSIFIED

3. TITLE (the complete document title as indicated on the title page. Its classification should be indicated by the appropriate abbreviation (S,C,R or U) in parentheses after the title.)

LOLITA Omnibus Manual: Technical Procedures for the Defence Research Establishment Suffield Online Library System

4. AUTHORS (Last name, first name, middle initial. If military, show rank, e.g. Doe, Maj. John E.)

Currie, J.G.

5. DATE OF PUBLICATION (month and year of publication of document)	6a. NO. OF PAGES (total containing information. Include Annexes, Appendices, etc.)	6b. NO. OF REFS (total cited in document)
January 1993	17	2

6. DESCRIPTIVE NOTES (the category of the document, e.g. technical report, technical note or memorandum. If appropriate, enter the type of report, e.g. interim, progress, summary, annual or final. Give the inclusive dates when a specific reporting period is covered.)

SPECIAL PUBLICATION

8. SPONSORING ACTIVITY (the name of the department project office or laboratory sponsoring the research and development. Include the address.)

9a. PROJECT OR GRANT NO. (if appropriate, the applicable research and development project or grant number under which the document was written. Please specify whether project or grant)	9b. CONTRACT NO. (if appropriate, the applicable number under which the document was written)

10a. ORIGINATOR'S DOCUMENT NUMBER (the official document number by which the document is identified by the originating activity. This number must be unique to this document.)	10b. OTHER DOCUMENT NOS. (Any other numbers which may be assigned this document either by the originator or by the sponsor)
SSP 163	

11 DOCUMENT AVAILABILITY (any limitations on further dissemination of the document, other than those imposed by security classification)

(X) Unlimited distribution
( ) Distribution limited to defence departments and defence contractors; further distribution only as approved
( ) Distribution limited to defence departments and Canadian defence contractors; further distribution only as approved
( ) Distribution limited to government departments and agencies; further distribution only as approved
( ) Distribution limited to defence departments; further distribution only as approved
( ) Other (please specify):

12. DOCUMENT ANNOUNCEMENT (any limitation to the bibliographic announcement of this document. This will normally correspond to the Document Availabilty (11). However, where further distribution (beyond the audience specified in 11) is possible, a wider announcement audience may be selected.)

13. **ABSTRACT** (a brief and factual summary of the document. It may also appear elsewhere in the body of the document itself. It is highly desirable that the abstract of classified documents be unclassified. Each paragraph of the abstract shall begin with an indication of the security classification of the information in the paragraph (unless the document itself is unclassified) represented as (S), (C), (R), or (U) It is not necessary to include here abstracts in both offical languages unless the text is bilingual).

This manual illustrates certain procedures for the LOLITA/LOLA library system that have been developed since the publications of the cataloguing and search manuals or which were not within the scope of those manuals. Topics include: logging in; configuring the printer; processing: producing accessions lists; enhancements to cataloguing; and trouble shooting. This manual is to be used in conjunction with the cataloguing and search manuals.

14. **KEYWORDS, DESCRIPTORS or IDENTIFIERS** (technically meaningful terms or short phrases that characterize a document and could be helpful in cataloguing the document. They should be selected so that no security classification is required. Identifiers, such as equipment model designation, trade name, military project code name, geographic location may also be included. If possible keywords should be selected from a published thesaurus. e.g. Thesaurus of Engineering and Scientific Terms (TEST) and that thesaurus-identified. If it is not possible to select indexing terms which are Unclassified, the classification of each should be indicated as with the title.)

DRES
Libraries
Library
Procedures
Information Science
Online Systems
LOLITA